

Procedures for Employees Returning from Military Leave:

Crediting of Leave:

According to Civil Service Rule 11.26, Military Leave, employees shall continue to accrue sick and annual leave for the entire period of service, beginning the date of the service. Leave shall be accrued on the same basis as though the employee had not been activated. **Leave earned shall be credited to the employee upon his return from active duty.**

- Once an employee returns to work from military duty, he/she is to provide supervisor/appointing authority a copy military discharge orders releasing them from military duty. These orders are used to verify employees release from military duty.
- To credit the returning employee's leave balances, HR Analyst needs to submit to Payroll a certified statement with the following text, to Payroll. This should be done with the next payroll after the individual's return to work.

"This is to certify that _____ (name) performed military duty from the period _____ (date) to _____ (date) and has returned to work with DOTD effective _____ (date). Please credit employee's annual and sick leave balances accordingly."

Signature

- Provide HQ Human Resources, Attn: Pam Dantin, a copy of the certified document and the date submitted to the Payroll Section for tracking purposes. An automated procedure is being developed through APPS and procedures will be provided once completed.
- HQ Human Resources will track personnel activated for military duty and monitor the crediting of leave balances for employees returning from military duty.
- Once HQ Payroll receives the certified document from the appointing authority, they will credit the individual's leave balances and inform HQ Human Resources of the effective date the employee's leave is credited.

Purchasing of Retirement Credit for Service in Uniformed Services of the United States

A LASERS member, who left employment or who leaves employment in order to perform military service under USERRA, may purchase retirement credit for the service while a member of the uniformed service of the United States. The member must: have received a honorable discharge; returned to employment after being released from military service; and remit payment for service credit within four years of his reemployment. Employees in Districts (to include Sections 20, 45, 59) can get with their supporting HR Analyst for assistance. HQ Section employees can get assistance with HQ Human Resources Section, Ellen Catherine, at 225-379-1229. The follow must be submitted through their supporting HR Analyst to LASERS.

- Form 2-6 *Application for Purchase of Military Service*;
- Copy of release or discharge from active duty (DD214) showing dates of service and honorable discharge);
- HR Analysts request certification of salary the member would have earned if not on leave, through District Payroll and submit to LASERS.
 1. Employee contributions that would have been payable if the member had continued in service (paid by the employee); and
 2. Employer contributions that would have been paid by the employer if the member had continued in service (paid by the employer within 30 days after the employee payment).
- Once LASERS receives the above application and salary certification, they will provide an invoice to employee (copy furnished DOTD) depicting the employer's and employee's required contributions.
- Employee submits contribution payment to LASERS.
- DOTD submits the agencies share of the employer's contribution no later than 30 days after the employee's portion is paid.
- Upon receipt of payment by both (employee and DOTD), purchased service is credited to employee.

Note: No actuary calculation fee is required for service that qualifies under USERRA. No service credit is granted until both employee and employer contributions are received in full.